

Shipment Clerk (T)

Shipment Clerk

Security Investigator (T)

Security Investigator

Immigration Assistant

Medical Research Technologist (T)

Medical Research Technologist

Epidemiologist (Fixed Term – Not to Exceed 2 years)

Program Development Specialist (T)

Program Development Specialist

Chief Financial Analyst (T)

Chief Financial Analyst

Supply Clerk

FSN#2010/99 (T)

Shipment Clerk

OPEN TO: All Interested Candidates

POSITION: Shipment Clerk, FSN-5, FP-9, Trainee

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Clerk in the Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Prepare documentation for processing all incoming and outgoing supplies, equipment and property through Thai Customs, the Ministry of Foreign Affairs, AFRIMS, and any other involved agencies. Meets incoming domestic and international commercial shipments (at the airport), receives and packs outgoing shipments, arranges travel schedule, delivers supplies to proper channels.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) One year experience in customs and shipping; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Must have knowledge of shipping regulations; (5) Able to use automation equipment and computer application such as Microsoft word access, purchasing procedures and supply transactions.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

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FSN#2010/99

Shipment Clerk

OPEN TO: All Interested Candidates

POSITION: Shipment Clerk, FSN-6, FP-8

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Clerk in the Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Prepare documentation for processing all incoming and outgoing supplies, equipment and property through Thai Customs, the Ministry of Foreign Affairs, AFRIMS, and any other involved agencies. Meets incoming domestic and international commercial shipments (at the airport), receives and packs outgoing shipments, arranges travel schedule, delivers supplies to proper channels.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Two years experience in customs and shipping; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Must have knowledge of shipping regulations; (5) Able to use automation equipment and computer application such as Microsoft word access, purchasing procedures and supply transactions.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

FSN#2010/113 (T)

Security Investigator

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-7; FP-7 Trainee

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for completing personnel security investigations on member of the Mission Foreign Service National workforce. Responsible for conducting official investigations as directed by and the RSO office. Responsible for coordinate the supervisor of the Mission security force, local guards and police support, at the direction of the RSO. Responsible for effective liaison with host country security officials and organizations and the Embassy security office.

Must be able to standby as the section duty officer in accordance with the duty rosters in order to handle the emergency calls during the afterhours.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement is required; (2) At least two years' progressively responsible experience in investigative work with military, police or private security organization; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must possess ability to conduct interviews using interpersonal skills to elicit cooperation during investigations and verbal skills to conduct negotiations in the coordination of security operations; (5) Must

possess knowledge of Thai Government agencies, civil and criminal law and regulations; **(6)** Must process ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

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FSN#2010/113

Security Investigator

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-8; FP-6

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for completing personnel security investigations on member of the Mission Foreign Service National workforce. Responsible for conducting official investigations as directed by and the RSO office. Responsible for coordinate the supervisor of the Mission security force, local guards and police support, at the direction of the RSO. Responsible for effective liaison with host country security officials and organizations and the Embassy security office. Must be able to standby as the section duty officer in accordance with the duty rosters in order to handle the emergency calls during the afterhours.

QUALIFICATIONS REQUIRED:

NOTE: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement is required; (2) At least three years’ progressively responsible experience in investigative work with military, police or private security organization; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must possess ability to conduct interviews using interpersonal skills to elicit cooperation during investigations and verbal skills to conduct negotiations in the coordination of security operations; (5) Must possess knowledge of Thai Government agencies, civil and criminal law and regulations; (6) Must possess ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

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FSN#2010/127

Immigration Assistant

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-7; FP-7

OPENING DATE: November 26, 2010

CLOSING DATE: December 9, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Immigration Assistant at the Citizenship & Immigration Service (CIS) office, located at Sindhorn Building, Bangkok Thailand.

BASIC FUNCTION OF POSITION:

Serves as the primary USCIS customer service liaison to the USCIS customer. Also interacts with USCIS refugee partners concerning refugee cases, USCBP staff concerning transportation letter issues and other U.S. border issues and department of State regarding IV applications and NIV question. Review all applications and petitions and supporting documentation for accuracy of translation and will perform document examination. Conduct CIS, CLAIMS and fingerprint checks on USCIS applications and petitions. Perform initial data entry of all applications and petitions into the required database system and as per as a backup to the other immigration assistant when needed. Record the movement of refugee files within the District Office through the refugee file tracking system and regular file audit.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration or law; (2) At least three years of experience in customer service in a multinational government environment with emphasis on legal or procedural counseling to persons applying for benefits; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Be able to effectively communicate with a host of multi-national customers in answering inquiries via telephone, email and at the public window; (5) Must have good grasp of the basic administrative infrastructure and chain of command guideline.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the

application.

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CLOSING DATE FOR THE POSITION: DECEMBER 9, 2010

FSN#2010/131(T)

Medical Research Technologist

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist, FSN-8; FP-6

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as the Special Populations Coordinator within the Special Populations Section, organizing, implementing, coordinating, and supervising HIV/AIDS activities of various programs addressing at-risk populations (youth, IDUI, sex workers, etc.) conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, non-governmental organizations, universities, and/or private industry. Provide implementation guidance and technical support to 5-10 staff (e.g., medical doctors, nurses, District-level health officers, provincial-level hospital directors, etc.) funded through cooperative agreements (approximately \$5 million in both agreements) with the Ministry of Public Health and Bangkok Metropolitan Administration to accomplish these functions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Master’s degree in public health, social or behavioral science or a related field; (2) At least 4 years of experience in HIV/AIDS or public health program management; (3) Have direct experience with social and/or behavior-based projects; (4) Level IV (Fluent) in speaking/ reading/writing English and Thai. (5) Must have practical and theoretical trainings in HIV or other public health interventions (e.g. behavior change interventions, HIV counseling and testing interventions) about at-risk populations. Must have practical knowledge in project development, implementation, and intervention and use of collected data.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

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FSN#2010/131

Medical Research Technologist

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as the Special Populations Coordinator within the Special Populations Section, organizing, implementing, coordinating, and supervising HIV/AIDS activities of various programs addressing at-risk populations (youth, IDUI, sex workers, etc.) conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, non-governmental organizations, universities, and/or private industry. Provide implementation guidance and technical support to 5-10 staff (e.g., medical doctors, nurses, District-level health officers, provincial-level hospital directors, etc.) funded through cooperative agreements (approximately \$5 million in both agreements) with the Ministry of Public Health and Bangkok Metropolitan Administration to accomplish these functions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Master’s degree in public health, social or behavioral science or a related field; (2) At least 5 years of experience in HIV/AIDS or public health program management; (3) Have direct experience with social and/or behavior-based projects; (4) Level IV (Fluent) in speaking/ reading/writing English and Thai. (5) Must have practical and theoretical trainings in HIV or other public health interventions (e.g. behavior change interventions, HIV counseling and testing interventions) about at-risk populations. Must have practical knowledge in project development, implementation, and intervention and use of collected data.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

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CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

FSN#2010/133

Epidemiologist (Fixed Term – Not to Exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Epidemiologist, FSN-12; FP-3

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-3

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Epidemiologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serves as an Epidemiologist for surveillance, research, and training activities conducted by the Influenza Section of the International Emerging Infections Program (IEIP), independently plans and implements surveillance and research projects, and provides guidance to CDC and collaborating Thai staff on monitoring and evaluating Influenza program activities. Responsible for performing a variety of scientific and programmatic tasks related to implementing, coordinating and supervising ongoing and new programs on human and avian influenza such as prevention, control and response strategies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) M.D. degree or Ph.D. degree in a medical or biological science, public health, or epidemiology; (2) Five years of work experience in public health, clinical research, epidemiology, or surveillance; (3) Level IV (Fluent) speaking/reading/writing English; (4) Must understand study protocols, ethical issues involving approval to conduct scientific research and the operation of scientific research; (5) Understand of the mechanisms of infectious disease and natural history; (6) Advance understanding of disease surveillance and epidemiologic research.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

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FSN#2010/123 (T)

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-11 (Trainee)

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenae Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of five years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

FSN#2010/123

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-12

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of six years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest

sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

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FSN#2010/128 (T)

Chief Financial Analyst

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Financial Analyst, FSN-10 (Trainee)

OPENING DATE: November 26, 2010

CLOSING DATE: December 9, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Financial Analyst in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for ensuring that financial analysis support is provided to the Regional Development Mission for Asia that includes programs in Thailand, Burma, Laos, Cambodia, China, Tibet, and Papua New Guinea. In addition, he/she will provide financial analysis services to the independent USAID missions located in Vietnam and East Timor.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting and financial discipline with a Certified Public Accountant (CPA); (2) A minimum of six years of progressively responsible experience in auditing, accounting, or financial analysis with at least three years of supervisory experience; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology; (5) Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient financial analysis operation; (6) Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 9, 2010

FSN#2010/128

Chief Financial Analyst

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Chief Financial Analyst, FSN-11

OPENING DATE: November 26, 2010

CLOSING DATE: December 9, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Chief Financial Analyst in the U.S. Agency for International Development/Office of Financial Management Office (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for ensuring that financial analysis support is provided to the Regional Development Mission for Asia that includes programs in Thailand, Burma, Laos, Cambodia, China, Tibet, and Papua New Guinea. In addition, he/she will provide financial analysis services to the independent USAID missions located in Vietnam and East Timor.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting and financial discipline with a Certified Public Accountant (CPA); (2) A minimum of seven years of progressively responsible experience in auditing, accounting, or financial analysis with at least three years of supervisory experience; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology; (5) Must possess managerial, analytical and decision-making abilities and skills to effectively direct an efficient financial analysis operation; (6) Proficiency in the use of computer packages/applications such as Word, Excel, or equivalent Financial Management software.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 9, 2010

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FSN#2010/130

Supply Clerk

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Supply Clerk, FSN-5

OPENING DATE: December 3, 2010

CLOSING DATE: December 16, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk in the U.S. Agency for International Development/Asia Regional Training Center (ARTC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for ensuring that there are adequate supplies and furnishings for the Asia Regional Training Center. S/he is also responsible for training room set-up for ARTC's related courses and maintains property records for expendable and non-expendable supplies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of high vocational certificate; (2) At least three years of experience in supply function with an international environment; (3) Level III (Good Working Knowledge) speaking/reading/writing in English and Thai; (4) Must possess excellent organizational skills and attention to detail skills; (5) Must be precise in record keeping; (6) Proficiency in the use of computer packages/applications such as Word, Excel or Power Point.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 16, 2010

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